

## CHARTER REVISION COMMISSION

### MEETING MINUTES

APRIL 6, 2011

In attendance at the meeting: Commission Members: John P. Chiota, Esq. Chairman; William Holden; Vice Chairman; Gail J. Hanna, Secretary; James Cordone, Esq.; Russell Friedson

Commission members absent: Paul Timpanelli

Non-commission members in attendance: Attorney Robert Maslan

#### ***Meeting Called to Order: 7:40PM***

The commission amended the Minutes dated March 23, 2011 as follows:

- Page 1, the last paragraph, replace: “or” June 1, 2011 with “on” June 1, 2011.
- Page 2, the last paragraph, insert language previously submitted by G. Hanna: “**The Town’s Purchasing Policy shall be in accordance with the policy as adopted by the Town Council. Bid waivers in excess of \$500,000 must receive the Town Council approval by a two-third (2/3) majority vote. Upon change of administration, no contract may be signed from the date of the election to the installment of new officers**”.
- Page 2, the last paragraph, replace second sentence with: “**G. Hanna suggested that the out-going administration should not hold the new administration to a multi-year contract.**”

**MOTION** made by G. Hanna to approve the Minutes dated March 23, 2011 as amended, seconded by J. Chiota  
Vote: Motion carried unanimously.

The commission tabled the approval of the amendment of the Minutes dated March 30, 2011 for the next meeting on April 13, 2011.

The following revisions were made to **CHAPTER IV. ADOPTING THE ANNUAL BUDGET:**

#### **Section 2. Duties of the Board of Finance.**

- B. Delete the last sentence: “The budget shall be published in a similar manner and timeframe on the Town’s website.”

### **Section 3. Duties of the Town Council.**

- B. (i) After “adopt”, insert: “a budget no later than the 30<sup>th</sup> day of April”.
- B. (i) Replace “a budget” with “same”.
- B. (i) At the end of the paragraph, take out previously inserted new language: “no later than the 30th of April. The said budget shall be submitted to the First Selectman within two (2) business days.”

### **Section 4. Effective date of the budget.**

- B. Insert: “referendum” before “provisions”.
- B. Delete: “section 7F infra”.

### **Section 5. Setting the tax rate.**

In the second sentence insert: “business” before “days”.

**MOTON** made by R. Friedson to approve the changes to **CHAPTER IV. ADOPTING THE ANNUAL BUDGET**, seconded by G. Hanna.

VOTE: Motion carried unanimously.

The following revisions were made to **CHAPTER V. APPROPRIATIONS FROM THE GENERAL FUND AND THE CAPITAL AND NONRECURRING FUND DURING THE COURSE OF THE FISCAL YEAR**:

Insert a new section after the second paragraph of Section 1.: “Section 2. Supplemental Appropriations.”

Second to the last paragraph, replace “considered” with “approved”.

**MOTON** made by G. Hanna to approve the changes to **CHAPTER V. APPROPRIATIONS FROM THE GENERAL FUND AND THE CAPITAL AND NONRECURRING FUND DURING THE COURSE OF THE FISCAL YEAR**, seconded by R. Friedson.

VOTE: Motion carried unanimously.

The following revisions were made to **CHAPTER VI. BOND ISSUES**:

At the end of the second sentence, punctuation correction, delete: the extra period (.) after the Town Council.

**MOTON** made by G. Hanna to approve the changes to **CHAPTER VI. BOND ISSUES**, seconded by R. Friedson.

VOTE: Motion carried unanimously.

The following revisions were made to **CHAPTER VII. BOARDS AND COMMISSIONS**:

### **Section 1. Board of Finance.**

- A. Line 7, insert: “Town” before Council.
- A. Take out “Board of Commissions” previously inserted.
- C. Before the second sentence, insert: “Upon the direction of the Board Finance, to audit the finances and operations of the Town,”
- C. Take out previously inserted language: The last two sentences.

## **Section 2. Board of Assessment Appeals.**

- A. Previously inserted language, the third sentence of paragraph A., take out: “for all terms,” and also, the fourth sentence, insert: “one” before (1)” and also after “member” insert: “shall be appointed”.

## **Section 4. Library Board of Directors.**

Change “Library Board of Trustees” to “Library Board”.

- A. Change “Library Board of Trustees” to “Library Board”.

## **Section 5. Planning and Zoning Commission.**

Change “Seven (7)” members back to “five (5)” members.

- A. The third sentence: change “Planning and Zoning” back to “the Town Council”.

## **Section 6. Zoning Board of Appeals.**

- A. The third sentence, insert: “Town” before “Council”.

## **Section 7. Inland Wetlands Commission.**

Change to “Inland Wetlands and Water Courses Commission

- A. At the end of the first sentence, insert: “for a term of three (3) years.”

## **Section 8. Personnel Appeals Board. – (delete)**

## **Section 10. Board of Health.**

Insert new language: “D. This section shall not apply if the Town is a member of a regional Board of Health.”

## **Section 11. Flood and Erosion Control Board – (Take out completely – previously deleted.)**

## **Section 13. Park and Recreation Commission.**

Atty. Maslan will provide new language for the combination of the Park Commission and the Recreation Commission.

- A. Change “four (4) year” terms to “three (3) year” terms.
- A. Change the term of “two (2)” shall expire to “three (3)” shall expire.
- A. At the end of the paragraph, insert: “with three (3) members expiring each year.”

## **Section 14. Recreation Commission. – (delete)**

## **Section 15. Golf Commission.**

- A. At the end of the paragraph, insert: “with three (3) members expiring each year.”
- B. At the beginning of the paragraph, insert: “Subject to ordinance of the Town Council.”

## **Section 16. Jury Commission. – (delete)**

## **Section 18. Water Pollution Control Authority.**

- A. Change back to consist of “five (5)” members and “five (5)” year terms.

**Section 19. Housing Authority.**

- A. Change back to consist of “five (5)” members and “five (5)” year terms.
- A. The last sentence, replace: “should” with “shall”.

**Section 20. Civil Service Board.** – (delete)

**Section 22. Ethics Commission.**

- A. Change back to “five (5)” regular members and “two (2)” alternate members.

**Section 23. Arts Commission.**

- A.1. Change back to “seven (7)” members.
- A.2. Change back to “five (5)” years.

**Section 25. Youth Commission.** – (delete)

**Section 28. Official Conduct**

- A. Take out previously inserted language: “subject to Civil Service Board regulations.”

**MOTON** made by G. Hanna to approve the changes to **CHAPTER VII. BOARDS AND COMMISSIONS**, seconded by R. Friedson.

**VOTE:** Motion carried unanimously.

The next Charter Revision Commission Meeting is scheduled for April 13, 2011.

***Meeting Adjourned: 10:10PM***

Respectfully submitted:

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Marilou Mangiamele, Clerk